

EXHIBIT B

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Pre-Qualification Requirements and Procedures, as related to the Selection Procedures for Architects, Engineers and Land Surveyors, is hereby approved by the City Council of the City of El Paso as attached hereto as Attachment "A".

ADOPTED ON THIS 17TH DAY OF FEBRUARY 2004.

CITY OF EL PASO

Joe Wardy, Mayor

ATTEST:

Richarda Duffy Momsen, City Clerk

APPROVED AS TO CONTENT:

Irene Ramirez, P.E.
Interim City Engineer

APPROVED AS TO CONTENT:

Patricia D. Adatao, Deputy CAO
Building and Planning Services

APPROVED AS TO FORM:

Raymond L. Telles
Assistant City Attorney

ATTACHMENT “A”



**CITY OF EL PASO
ARCHITECT/ENGINEER/LAND SURVEYOR
PROFESSIONAL SERVICES
PRE-QUALIFICATION APPLICATION**

ATTACHMENT “A”

OVERVIEW

The City of El Paso requires that any firm performing professional services for the City is pre-qualified for such professional services. In order to be selected for an architectural, engineering or land surveying services project, a firm must be pre-qualified by the closing date on any project submittal.

To be pre-qualified, firms must complete the pre-qualification application process. A firm may update pre-qualification information at any time, but it is the sole responsibility of the firm to maintain current records with the City. Failure to update records as necessary may result in the determination of non-responsiveness of any submittal. Upon the granting of pre-qualification, renewal shall not be required.

The City has a maximum of thirty (30) days to review a pre-qualification application once it has been submitted. While firms engaged in seeking such pre-qualification may provide submittals and presentations, pursuant to the selection procedure, no agreement for professional services may be executed with a firm that has not been pre-qualified.

ATTACHMENT "A"

REQUIREMENTS

The City of El Paso pre-qualifies firms in the following disciplines:

- Civil Engineering
- Electrical Engineering
- Environmental Engineering
- Geotechnical /Materials Testing
- Mechanical Engineering
- Structural Engineering
- Architecture
- Landscape Architecture
- Professional Land Surveying
- Project Management
- Construction Management
- Special Projects

Pursuant to the El Paso Municipal Code Section 2.88 *et. seq.*, a firm must be pre-qualified in order to execute an agreement for a professional services for municipal projects. Please note that a separate submission packet will be required for each discipline. Submissions shall be limited to twenty (20) (eight and one half (8.5) by eleven (11) inch) typed, double-spaced pages. Submittals may include photographs or illustrations, and may be provided in color. Each page of the pre-qualification submittal, regardless of its content, shall constitute one (1) page for purposes of determination of compliance with the twenty (20) page restriction. Submissions including content on both sides of one (1) page shall be considered two (2) pages, with regard to the twenty (20) page restriction. Submissions shall be subject to the Texas Public Information Act, Texas Government Code, Section 552 *et. seq.* Any change in information must be made available to the City as soon as reasonably possible. The City Engineer, or designee shall review qualifications for compliance with the following requirements.

General Information

- Primary contact for the submittal
- Street Address
- Telephone number
- Fax number
- E-mail address, if applicable
- Web address, if applicable

ATTACHMENT "A"

Firm Information

- Name and date of formation
- Previous firm names, if applicable
- Location of all company offices
- Date of opening of El Paso office, if applicable
- Principals and personnel by discipline
- Technical resources, including CADD capabilities, etc.

Key Personnel

Designate the project manager, in addition to other primary staff members, that would be assigned to work on City of El Paso projects and summarize their qualifications. Provide copies of each license for each licensed member of the firm's staff.

Related Experience and References

Submit a list of projects illustrating comparable municipal experience, including any contracts with the City of El Paso, undertaken during the past **five (5) years** by the project manager and key personnel described above. Include any work done by the firm as a Prime Consultant for the City in the last five (5) years. Include the experience of any Project Managers within the firm that has provided work as a Prime Consultant for the City in the last five (5) years. State the role of other key personnel in the project. For these projects, include the following detailed information:

- a. Project title
- b. Location
- c. Name of client, including contact reference and current telephone number
- d. Key project dates
- e. Size of project, including brief description of the project
- f. Original construction budget, final construction budget and type and size of change orders
- g. Include any related experience occurring at a prior firm and if applicable, include the name of that firm. Please clearly indicate which projects were completed under the auspices of prior firms